

**REQUEST FOR PROPOSALS  
TAYLORSVILLE DRAINAGE PROJECT  
GRANT ADMINISTRATION SERVICES**

**Introduction**

The City of Taylorsville is accepting proposals from qualified firms or individuals to perform grant administration services for a \$750,000 FEMA Pre-Disaster Mitigation Grant and \$250,000 in local funds for the Taylorsville Drainage Project.

**General Scope of Work**

1. Request, track and manage program funds in compliance with program guidelines;
2. Assist the city in meeting record keeping requirements of the program, including the establishment and maintenance of a filing system;
3. Assist the city in contract administration and monitoring requirements of the program, including enforcement of labor standards and conducting preconstruction conferences as required;
4. Attendance at all mandatory project meetings including, but not limited to, preconstruction conferences and construction progress meetings;
5. Completing any mandatory site visits as dictated by funding agency guidelines;
6. Coordinate and conduct any required community and public input meetings;
7. Provide technical support on any other requirements or criteria for implementation;
8. Prepare any reports required by the State to complete the program;
9. Prepare a final report as required by the State upon completion of the program.

**Proposal**

Proposals should be received at our office by 11:00 A.M. on Tuesday, December 23, 2014. Please submit one (1) original and ten (10) copies of the proposal. Proposals should be addressed to:

**City of Taylorsville  
Attention: Steve Biven, City Clerk  
Taylorsville Drainage Project Grant Administration Proposal  
P.O. Box 279  
Taylorsville, KY 40071**

All proposals should be sealed and marked on the outside, "TAYLORSVILLE DRAINAGE PROJECT GRANT ADMINISTRATION PROPOSAL." Proposals will be reviewed and scored by a committee appointed by the City Commission. Oral interviews may be conducted if the committee feels they are necessary. The City Commission will consider the recommendation of the committee at a regularly scheduled commission meeting on the first Tuesday of the month at 5 P.M. in the City Hall Annex, or at a special meeting of the City Commission to be held at a time and date to be announced. It is not necessary that the consultant attend the meeting at which proposals are considered. Questions concerning the RFP should be addressed to the City Clerk.

Please note that no e-mailed or faxed submissions will be accepted. Late proposals will not be accepted and will be returned to the submitting firm. The City Commission reserves the right to reject any or all proposals.

### **FORMAT FOR RESPONSE TO REQUEST FOR PROPOSALS (RFP)**

The response to the "Request for Proposals" must be made according to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or to include conditions, limitations or misrepresentations may be cause for rejection of the submittal. Please limit the proposal to 20 pages (single sided).

Please include in your proposal:

- Company background along with a description of the consultant's ability to provide the requested services; location of office(s) indicating primary office from which services will be provided
- A description of the firm's knowledge and understanding of the project and scope of services
- Grants for which your staff has prepared applications and/or performed grant administration services and indicate familiarity with FEMA funding guidelines
- List of relevant project experience of similar work performed by the firm, including location and type of project. Provide the name and telephone number of a reference for each project listed
- Key staff members to be assigned to project (including résumés of key staff)
- Description of proposed cost including the proposed method of compensation (i.e. hourly, percentage of construction cost, etc.)

### **EVALUATION CRITERIA**

Proposals will be evaluated and ranked on the basis of the following considerations:

Capacity and Technical Ability of Staff	20
Understanding of Project/Scope of Services	20
Experience of Proposed Personnel	20
Familiarity with Locality	20
Cost	<u>20</u>
<b>Total Points</b>	100

### **MISCELLANEOUS**

1. The Taylorsville City Commission reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the City Commission's sole judgment, best meets the requirements of the project.

2. The RFP creates no obligation on the part of the City to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, or oral interviews (if held). The City reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

3. The vendor awarded said contract will be subject to City of Taylorsville business license and occupational license fee as required by ordinance.

"EQUAL OPPORTUNITY EMPLOYER"